

**To:** Saltman, Tamara[Saltman.Tamara@epa.gov]  
**Cc:** Poole, Laura[Poole.Laura@epa.gov]; DeBell, Kevin[debell.kevin@epa.gov]  
**From:** Darwin, Henry  
**Sent:** Fri 2/9/2018 2:20:37 PM  
**Subject:** RE: update on FOIA lean event

Thank you Tamara. Please push them to send to me the list of attendees to me today. We need to get the invitations out. I have said recently that I now want to be directly involved in the invitations to avoid further delays, so it should be no surprise.

Your coaching about no final decisions will be made about use of the process unless and until management buys-in, was spot-on. It's also important that the team be made up of those who actually do the work and feel empowered to make changes. In the end, it is highly unlikely that management will change any of the recommendations or the new process, but it's often comforting for them to hear that they are still responsible for managing the process beforehand anyway. You may also want to remind them that one of the reasons for the daily check-in is to make sure the team is not heading in a bad or wrong direction.

Thanks again, and let me know if there's anything I can do to help.

Henry

**From:** Saltman, Tamara  
**Sent:** Thursday, February 8, 2018 5:26 PM  
**To:** Darwin, Henry <darwin.henry@epa.gov>  
**Cc:** Poole, Laura <Poole.Laura@epa.gov>; DeBell, Kevin <debell.kevin@epa.gov>  
**Subject:** update on FOIA lean event

Henry,

I am getting very concerned again about the FOIA lean event. They were making good progress, had save-the-dates sent out, and I thought were taking one final look at the A3 before finalizing it and the event scope. **Ex. 6 - Personal Privacy** and was assigned as the process owner, and she seems motivated to make this happen. They wanted to do some pre-work

with MSI on the awareness review piece, and that has happened right on schedule and seems to be proceeding well.

## **Ex. 5 - Deliberative Process**

I've been pulling Laura into this and getting her up to speed as I am in the SIP event all next week and there is still much to be done to make this happen.

I don't have a specific request for you this time in terms of "please say x to y", but I think we might need you to step before too long. We will keep you posted.

Tamara